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Chief, Hawaii Bureau

20 September 1948

Chief, FBIB

Attached Processing Manual

It is desired that attached Manual serve, together with local directives applicable to your Bureau, as authoritative guide to SOP for processing broadcast material. Attention is called to the following items with particular reference to your operation:

1. Legal requirements specify three years' minimum retention of original files.
2. It is desired that you adopt the practice of confirming broadcast date and hour by a final date-time group (see pages 9 and 17).
3. Use of term "Single Excerpt" will avoid confusion with the plural "Text Excerpts."
4. In transmitting broadcast copy or corrections in response to queries or orders from cues, subordination of the acknowledgment of query or order to sub-slug position will avoid possible mis-distribution in Washington (see pages 20 and 21).

L. K. WHITE

cc: Admin.
PKE:gmr

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